

## Job Description: Teacher

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**Responsible to:** You will be directly responsible to your Head of Department, Duty Team leader and Head of Year (as a form tutor). You will also work with consultants, advisers and officers of external agencies directly involved in the guidance of your Department's development in conjunction with your Head of Department.

### **PROFESSIONAL RESPONSIBILITIES**

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

#### **TEACHING**

In each case having regard to the curriculum for the Academy and with a view to promoting the development of the abilities, aptitudes and well-being of the students in any class or group assigned to you:

- To plan and prepare lessons according to the Department's agreed schemes of work.
- To teach a range of classes in Years 7 – 13 according to their educational needs.
- To mark work carried out by students in Academy or elsewhere.
- To assess, record and report on the development, progress and attainment of students in keeping with the Department and whole Academy Assessment, Recording and Reporting policies. This may include oral and written assessment and references relating to individual students or groups of students.
- To fulfil the Academy homework policy.

#### **OTHER ACTIVITIES**

- To promote the general progress and well-being of individual students of any class or students assigned to you.
- To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- To make records and report on the personal and social needs of students.
- To communicate and consult with students' parents or legal guardians.
- To communicate and co-operate with external agencies and participate in meetings for any of the purposes described above.
- To lead Extra-Curricular clubs, supporting the growth of the department

#### **PERFORMANCE MANAGEMENT**

- To review from time to time your methods of teaching and programmes of work.
- To participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development and professional development which aims to meet needs identified in performance management objectives or in performance management statements, driven by the department's improvement plan.

- To participate in arrangements for supervision and training as part of the induction period pursuant to the Induction Regulations, where this is appropriate.

### **PEDAGOGY**

- To co-operate with the SLT and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessments and pastoral arrangements.

### **DISCIPLINE, HEALTH AND SAFETY**

- To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere.
- To be responsible to the Head of Department for the maintenance of good order and discipline and the promotion of rewards within your Department.

### **STAFF MEETINGS**

- To participate in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.

### **COVER**

- To supervise and, as far as is practicable, teach any students whose teacher is not available to teach them, subject to the conditions detailed in the Academy Teachers' Pay and Conditions document.
- To ensure all subject areas within your Department have contingency plans for covered lessons and total isolations in conjunction with your Head of Department.

### **EXAMINATIONS**

- To participate in arrangements for preparing students for public and internal examinations and in assessing students for the purposes of such examinations and recording and reporting such assessments.
- To ensure all students are entered for appropriate examinations (both external and internal) in conjunction with your Head of Department and the examinations officer.
- To ensure all examination data is available and collated from staff and the examinations officer in a clear and coherent style for the use of analysis by the Head of Department, Head of Year, SLT and the Governing Body.

### **ADMINISTRATION**

- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the Academy; and
- To attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.

## **RELATIONSHIPS**

- You will work closely with other members of your Department, your Head of Department, the Senior Leadership Team, SENCO, Heads of Year and with all other members of your respective teams, i.e. Year and duty teams.
- Keep parents and carers well informed about their child's achievements/progress and targets for further improvement if in need of Department intervention.
- You will also work with officers of external agencies directly involved in the guidance and welfare of your Year Groups.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation

**The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the Academy.**